



NEWSLETTER

Bringing personnel news to our City workforce.

Jeremy Harris, Mayor
City & County of Honolulu

December 2003, No. 03-5

Cheryl K. Okuma-Sepe, Director
Department of Human Resources

EMPLOYEES HONORED FOR OUTSTANDING PERFORMANCE

The Mayor's Outstanding Employees Program was held on Thursday, November 6, 2003 in the City Hall Courtyard. On behalf of our City workforce, we congratulate all honorees! Special recognition was given to **Metropolitan Assistant Police Chief, Boisse P. Correa** and **Fire Fighter III, Charles Griep**. (The following is taken from the program.)

2003 CITY MANAGER OF THE YEAR

Boisse P. Correa
Honolulu Police Department

Assistant Chief Boisse Correa is responsible for overseeing the Regional Patrol Bureau consisting of four patrol districts and the Traffic Division. He supervises a total of 811 uniformed and civilian personnel. His area of responsibility extends from the Windward coast through the Waianae Coast, and central Oahu.

Exhibiting leadership skills and teamwork, Assistant Chief Correa has refocused available resources to combat the previous year's property crime increase. Responding to his management style, district commanders under his supervision have implemented various Community Areas of Responsibility (CAR) projects. These efforts have helped to produce a 6 percent drop in overall property crime from the previous year.

These community partnerships continue to grow, and many neighborhoods have begun to face the crystal methamphetamine ("ice") drug problem. Sign waving followed by town meetings involving community leaders, service providers, and others are beginning to take root in communities all over the island.

Assistant Chief Correa has also spearheaded efforts to protect Oahu's resident and visitor population from terrorist attacks and other major catastrophic events. He secured federal funds to provide training to first responders, coordinated efforts to ensure the purchase of protective equipment that is compatible among the different agencies. It is for these reasons the department is proud to nominate Assistant Chief Correa for this special award.

2003 CITY EMPLOYEE OF THE YEAR

Charles W.M. Griep
Honolulu Fire Department

Fire Fighter III Charles Griep has been an outstanding individual since he started working for the Honolulu Fire Department (HFD) in March 1994. Charles Griep, while always quick to defer recognition to others, has received many highly prestigious awards and honors such as the HFD's 74th Recruit Class Outstanding Fire Fighter Recruit Award, the Federal Fire Department High Level Performance Award, and an Honor's Graduate recognition from the U.S. Air Force for Fire Protection.

Fire Fighter Griep has also taken the lead to help HFD meet the challenges of the 21st Century. He has accomplished this through his development of the HFD Rehabilitation Program, which helps ensure that our fire personnel remain physically and mentally fit at fires and other life-threatening emergencies. This has resulted in a reduction of injuries and the number of Workers' Compensation claims.

When the HFD was faced with the issue of having to pay a private vendor \$10,000 to teach a Fire and Emergency Services Instructor Level I course, Fire Fighter Griep stepped up to the plate and used certifications he obtained on his own time (and money) to instruct the class.

Fire Fighter Griep still makes time to volunteer for events such as the Kamehameha Day Parade, Fire Fighter Safety Guide Program, numerous First Responder training events, Community CPR programs, and the Community Emergency Response Team.

His eagerness to try new approaches and consistently distinguished performance have not only benefited the HFD financially, but have allowed HFD to remain a highly effective and proactive fire department. Because of his strong technical and operational knowledge of fire departments, he was selected by the U.S. Air Force Reserve to serve as their Fire Chief at the 624th Civil Engineering Squadron at Hickam Air Force Base! Fire Fighter Griep is a valuable asset to the Honolulu Fire Department and deserving to be considered for City Employee of the Year.

Mahalo to Firehouse



Mahalo to the musical group **Firehouse** who provided the musical entertainment at the 2003 Mayor's Outstanding Employees' Program. Firehouse is comprised of employees from the Honolulu Fire Department.

Special thanks to the 2003 Selection Committee!



A committee of private citizens selected the 2003 City Employee of the Year and Manager of the Year. Thank you to this year's members. They were:

Steven Ai
President and CEO of City Mill

Clint Arnoldus
Chairman, President, CEO of Central Pacific Bank

Christine Camp Friedman
*Managing Director of Avalon Development Company,
who is also Chair-Elect of the Board of Directors
of the Chamber of Commerce of Hawaii*

Donate Your Excess Vacation Leave



If you have 90+ days of vacation leave credits and cannot use your excess vacation leave credits by Wednesday, December 31, 2003, you may donate the excess to an employee in the City's Leave Sharing Program or the City's Leave Share Bank. Employees with forfeitable vacation leaves must submit their donations by December 12, 2003.

For further information contact your department personnel officer.

Congratulations to the City's Salvinia Eradication Team!

At the Mayor's Outstanding Employees' Program, the Mayor also recognized employees who participated in the eradication of the invasive aquatic water plant, "salvinia molesta" from Wahiawa's Lake Wilson. The City's Salvinia Eradication Team was formed immediately following the declaration of an emergency by the State of Hawaii in February 2003. Although the City does not have maintenance responsibility at the Wahiawa Reservoir, the City nonetheless organized a team and was the first crew out on the lake. The team was responsible for removing over 26,000 cubic yards of Salvinia and completed its work in mid-April far ahead of the State's projections. Congratulations to all honorees!



Alexander Amoy Jr.
Edward Apa Jr.
Daniel Arce
Garret Aarii
Theodore Awa
James Beni
Vicente Gesteuyala
Clarence Gomes
Lamuel Joseph
Allen Kaaihue
David Kalohi

Harold Kamoku
Gary I. Kaneshiro
Kevin Liili
Alex Longboy
Panfilo Mascarinas
Raoul Self
Paul Souza
Gary Wong Jr.
Stanley Wong
John Rosa

Alvin Au
Sean Barboza
Arnold Bactista
Pedro Cabanilla
Nathan Goodhue
Gordon Hardy
Larry Leopardi
Melvin Miyata
Michael Pacatang
Robert Primiano
Tyler Sugihara

Charles Woodward
Timothy Steinberger
David Shiraishi
Ron Slauson
Eric Iwanaga
Glenn Kaleiheana
Joseph Burruso
Warren Danielson
Gordon Motoki
Marc Nobriga
Earl Watanabe
Duke Chung



Update Your Personal and Personnel Information

Review and update, if necessary, the following benefits or other personnel information (or personal information, if necessary):

- **EMPLOYEE'S DESIGNATION OF BENEFICIARY** (BFS-T-02, Rev. 8/03)
This form authorizes the Department of Budget and Fiscal Services to pay the beneficiary all accumulated vacation pay and unpaid wages at the time of the employee's death.
- **EMPLOYEES' RETIREMENT SYSTEM** (Contributory Plan Members Only)
If you are in the Contributory Plan (Classes A, B and D), you may wish to update your beneficiary information for your accumulated contributions. ***This does not apply to non-contributory plan members.***

Both the Employee's Designation of Beneficiary and the Retirement System Beneficiary forms must be signed before a Notary Public. There are notaries in the Department of Human Resources who can assist you with these forms. Please call your personnel office to make arrangements. As an option you may also ask your departmental personnel office to send you these forms; but if you take them to another notary, you may be charged for the service.
- **Hawaii Employer-Union Health Benefits Trust Fund (EUTF), Aetna Life Insurance Company**
Designation of Beneficiary
If you have life insurance from the EUTF, you may wish to update your beneficiary information.
- **FORM W-4 for the U.S. INTERNAL REVENUE SERVICE and the FORM HW-4 (State of Hawaii)**
Review your withholding exemptions for income taxes. Contact your departmental personnel office for these forms, if needed.

CAREGIVER EDUCATION/SUPPORT GROUPS

*Kapolei Hale
(3rd floor lunchroom)*

*Thursday, December 11, 2003
11:30 am to 12:30 pm*

Downtown

*(DHR annex: across from Mission Houses Museum)
Monday, December 15, 2003
12:00 pm to 1:00 pm*



Reserve your space for either location by calling 523-4762

Topic: "Looking Back, Moving Forward"

*STOP in your tracks,
LOOK at where you are,
LISTEN to yourself,
And plan for a successful year ahead.*

Future Dates:

Downtown: January 5 and 26, 2004
Kapolei: January 15, 2004